

Chapter 2

Records Management

Section/Addendum	Subject/Addendum Title
1	General
2	Subject And Description Of Government Records
3	Microfilming, Digital Imaging, And Optical Data Disk Storage
4	Electronic Records
5	Transferring Records (Federal Records Centers (FRCs) And Transitions)
6	Destruction Of Records
A	Paper Record Transfer Procedures
	Figure 2.A-1 Marking And Packing Instructions
	Figure 2.A-2 Arrangement Of Boxes On Pallets
B	Electronic Record Transfer Procedures

